

CONTRACT SERVICES LETTING PREPARATION SCHEDULE FOR 2007

May 1, 2006

Bid Letting	Plans to DRU	Ready for Letting Doc. To CA	DBE Estimates To EOD	Print Plans & Review Response	Contract #'s in PES at PESMPRP	Call Numbers in PES	PS&E To FHWA	FMIS Apprv'd.	Contracts Qualified	Ready to Advertise	CIB's & PB's Approved Printed & Stocked	Revisions Completed	Engineers Estimate
		Fed Funded District Doc. To CA*	State Funded District Doc. To CA**				SOPI & Prop Info Page in ERMS	PB's & CIB's Created & Transitioned	PS&E Corrections	Legal Add To Newspaper	Publication Date		
Date	14 Weeks	13 Weeks	10 Weeks	8 Weeks	7.7 Weeks	7.3 Weeks	6.7 Weeks	6 Weeks	5.3 Weeks	4.3 Weeks	4 Weeks	1 Week	1 Day
1/10/07	10/4/06	10/11/06	11/1/06	11/15/06	11/17/06	11/20/06	11/24/06	11/29/06	12/4/06	12/11/06	12/13/06	1/3/07	1/9/07
2/7/07	11/1/06	11/8/06	11/29/06	12/13/06	12/15/06	12/18/06	12/22/06	12/27/06	1/1/07	1/8/07	1/10/07	1/31/07	2/6/07
3/7/07	11/29/06	12/6/06	12/27/06	1/10/07	1/12/07	1/15/07	1/19/07	1/24/07	1/29/07	2/5/07	2/7/07	2/28/07	3/6/07
4/4/07	12/27/06	1/3/07	1/24/07	2/7/07	2/9/07	2/12/07	2/16/07	2/21/07	2/26/07	3/5/07	3/7/07	3/28/07	4/3/07
5/2/07	1/24/07	1/31/07	2/21/07	3/7/07	3/9/07	3/12/07	3/16/07	3/21/07	3/26/07	4/2/07	4/4/07	4/25/07	5/1/07
5/31/07	2/22/07	3/1/07	3/22/07	4/5/07	4/7/07	4/10/07	4/14/07	4/19/07	4/24/07	5/1/07	5/3/07	5/24/07	5/30/07
6/27/07	3/21/07	3/28/07	4/18/07	5/2/07	5/4/07	5/7/07	5/11/07	5/16/07	5/21/07	5/28/07	5/30/07	6/20/07	6/26/07
7/25/07	4/18/07	4/25/07	5/16/07	5/30/07	6/1/07	6/4/07	6/8/07	6/13/07	6/18/07	6/25/07	6/27/07	7/18/07	7/24/07
8/22/07	5/16/07	5/23/07	6/13/07	6/27/07	6/29/07	7/2/07	7/6/07	7/11/07	7/16/07	7/23/07	7/25/07	8/15/07	8/21/07
9/19/07	6/13/07	6/20/07	7/11/07	7/25/07	7/27/07	7/30/07	8/3/07	8/8/07	8/13/07	8/20/07	8/22/07	9/12/07	9/18/07
10/17/07	7/11/07	7/18/07	8/8/07	8/22/07	8/24/07	8/27/07	8/31/07	9/5/07	9/10/07	9/17/07	9/19/07	10/10/07	10/16/07
11/14/07	8/8/07	8/15/07	9/5/07	9/19/07	9/21/07	9/24/07	9/28/07	10/3/07	10/8/07	10/15/07	10/17/07	11/7/07	11/13/07
12/12/07	9/5/07	9/12/07	10/3/07	10/17/07	10/19/07	10/22/07	10/26/07	10/31/07	11/5/07	11/12/07	11/14/07	12/5/07	12/11/07

* Federal funded - District Doc. to CA, including the Contract Requirements Worksheet.

** State funded - District Doc. to CA, including the Contract Requirements Worksheet.

Tracking meeting will be on Wednesday 1 week before the Letting, unless otherwise notified.

INDIANA DEPARTMENT OF TRANSPORTATION
CONTRACT ADMINISTRATION COMMUNICATION

May 1, 2006

TO: Contract Administration
FROM: Michael R. Beuchel, Bid Review & Est. Manager

RE: CONTRACT LETTING PREPARATION SCHEDULE FOR 2007

The attached schedule establishes dates that key events shall be complete prior to a bid letting date. The schedule is very tight for bid lettings which have a large number of contracts and therefore, must be observed. We seek the cooperation of all concerned in this matter.

The abbreviations shown on the schedule are identified as follows:

CA – Contract Administration
DBE – Disadvantaged Business Enterprise Program
PSE – Plans, Specifications, and Estimates Letter
DRU – Design Records Unit
PB – Proposal Book

EOD – Economic Opportunity Division
FHWA – Federal Highway Administration
FMIS – Federal Management Information System
CIB – Contract Information Book
SOPI – Schedule of Pay Items

A brief explanation for each column heading is provided as follows:

<u>Bid Letting</u>	The date that contract bids are opened for a group of contracts.
<u>Ready for Letting Doc. To CA</u>	The latest date that the Design Division and Districts provide 2 sets of final plan prints, estimate of quantities, cost estimate, and special provisions, menu and attachments for each contract.
<u>DBE Estimates to EOD</u>	The date that an estimate for each Federal Aid contract is provided to the EOD for setting the DBE goal.
<u>Print Plans & Review Response</u>	The last date that the signed original plan sheets are forwarded to the Image Production Section for printing. Also, the date the district returns the Contract Requirements Worksheet with documents to CA for in-house & consultant contracts.
<u>PSE to FHWA</u>	The date that the last PSE submission for the bid letting is made to the Federal Highway Administration. Estimates are to the Prequalification Engineer for contract qualifications.
<u>FMIS Approval</u>	The date that all contracts should have FMIS approval from FHWA. Finance checks the STIP, and enters the data into the FMIS system. FHWA should provide approval in +/-5 days.
<u>PB's & CIB's Created & Trans.</u>	All documents and information have been received and processed and the CIB's and PB's are ready for approval.
<u>PSE Corrections</u>	The date that all PSE submission problems identified by FHWA are resolved.
<u>Revisions Completed</u>	The date that all revisions to contracts on the bid letting are completed and are being distributed to prospective bidders and plan holders.
<u>Engineer's Estimates</u>	The date that the confidential Engineer's Estimates are finalized.